

Porthleven School
Local Governing Body meeting
Monday 7th February 2022 from 6.00pm
at school in person

ATTENDING: Neil Gunnell (Chair) Duncan Ratcliffe (Exec Head) Rob McKellar		
APOLOGIES : Dan Clayden (Head of school)		
In Attendance: Jane Law (Clerk) and Kristin Pryor (Link Trustee)		
		<u>ACTION</u>
2.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>A card was circulated for a member of staff who has recently suffered a tragic bereavement, and a collection made to buy a gift. Other welcomes were extended.</p> <p>The summary sheet of Declaration of Interests has been provided to the Schools secretary for publication on the website.</p>	
3.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	<p>A letter has recently been sent out asking for potential new parent volunteers and, in light of such low attendance at this and the previous LGB meeting, this action point will be carried forward.</p> <p>There were no other issues arising from the previous formal meeting, and the Minutes were duly signed.</p>	
4.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	<p>Formal feedback was received on subject of term-time holidays, essentially to say that no changes would be made to the policy.</p> <p>The update from Guy Chappell as to the current status of Southerly Point MAT had been distributed prior to the meeting. The work going on behind the scenes is substantial. Some Trustees have resigned and new Trustees with valuable skill sets have joined the Board, so there are firm foundations on which to build. Constructive change will follow, presenting opportunities and positivity for schools.</p>	

	<p>NG is conscious that such change can be unsettling and challenging for staff and is happy to meet to reassure them of the positives and remind staff that the LGB is a source of support.</p> <p>As far as Governance is concerned, OFSTED identified in other schools within the MAT that communication links between the different stakeholders have broken down. The biggest area for improvement is in risk reporting, where issues must be identified and monitored much earlier.</p> <p>To address this, three new documents have been added to the Governor training folder which outline the a new, more robust direction of travel:</p> <ol style="list-style-type: none"> 1. Headteacher report checklist – this will streamline and give consistency of reporting across the schools in the MAT 2. LGB Minutes – to be similarly streamlined as to what should be included 3. Risk register – a sizeable document to improve the identification and monitoring of risks, as well as mitigation. <p>Karen Harris (new Chair of the Trust Board) led a training session for Heads and Chairs of Governors in late 2021. DR invite her to set up an initial meeting to explain the rationale and deliver some training around these documents.</p> <p>DR has written to Tim Richard (Director of School Improvement) and Guy Chappell (Interim Chief Executive) about his role and hopes to have some answers by half term, which will be communicated to Governors in due course.</p>	<p>NG</p> <p>DR</p>
5.	<u>FEEDBACK FROM THE FORUM</u>	
	Some ideas to get parents into school were discussed. Porthleven has experienced very high levels of COVID over recent weeks since Christmas, which means inviting visitors into school remains a significant challenge.	
6.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	No new Governors have been appointed, nor are there any applications underway. No resignations have been offered, though some Governors have not attended over a period of time and they will be contacted to poliely enquire ongoing intentions.	<p>JL and NG</p>
7.	<u>HEADTEACHER'S REPORT</u>	
	<p>The report was made available to all before the meeting and those present confirmed it had been read. Following the SIP report, the format of the School Development Plan (SDP) has been changed to provide more clarity.</p> <p><u>Q: Governor monitoring is a clear priority. Is there a space to put Governor monitoring in the SDP?</u></p> <p>A: Yes. Getting Governors back into the classrooms to do deep dives into specific subject areas has to be a very high priority. The lack of commitment from the LGB makes this difficult and a meeting between DR, NG and RM will take place to identify how to use the limited resources of the engaged Governor group to monitor most effectively.</p> <p>Staffing issues, particularly in the leadership team, have further exacerbated difficulties in this area since Christmas and DR hopes things will become clear soon.</p>	<p>DR,NG,RM</p>

Writing is the main area of concern in the SDP and changes need to be made to address this weakness. "The Write Stuff" will be introduced as quickly as possible to improve the quality of writing across the school. Once fully embedded, it will save staff planning time, and based on observations from other schools, will achieve quick and substantial results.

Q: Does it help children with SEN to build their skills?

A: Yes, as it focuses on the smaller building blocks of constructing sentences into paragraphs to develop skills. KP has seen it introduced at another school and the improvements were instant.

The SEND report was briefly outlined (it had been circulated beforehand). There is a real problem at the moment getting Educational Psychologists (Ed Psych) to attend school, due to a huge backlog of cases over the pandemic. A child with dyslexic tendencies can be identified, but not formally diagnosed without the input of the Ed Psych, which is problematic on a practical level.

Q: What are you doing to ensure the continuous provision in curriculum?

A: DR shared a detailed piece of work precisely focused on the provision of a broad, balanced curriculum across the school and also how the curriculum areas were being used to provide writing opportunities.

The curriculum and specific subject areas were examined. Concepts, line of enquiry and milestones were shared. The learning journey for each area will be sent home, so that parents are involved and can support their children appropriately.

An initial assessment is made at the beginning of a unit of work. There are three levels of understanding – basic, advancing and deep. At the end of the work unit, children are tested again, which is compared with the initial assessment to measure progress.

Q: Where were you with this when OFSTED last inspected?

A: At the beginning of the process so OFSTED did not see evidence of this when they visited. Porthleven is now in the OFSTED window again, so progress in this area is timely from an inspection point of view.

Q: How will pupils be able to link areas of the curriculum?

A: The concepts are different in different curriculum areas, but the learning style and way of working will be the same. Links between subjects will be made clear in lessons, for example a piece of extended writing about the digestive system (both literacy and science). Identifying and exploiting these links will double the value in some tasks and therefore save time.

Q: Does this curriculum approach have a specific name?

A: It is based on the Chris Quigley curriculum and is being introduced in Porthleven shortly. The Trust requirements in terms of preparing children for secondary schools is also linked in to this process.

Q: What is the timescale for introduction and running through units of work?

A: The process will begin after Feb half-term. Each unit will take 3-6 weeks to complete as each has a different number of steps. The steps are articulated in language children can understand so that they are fully engaged. Every subject will be started at the same time. It will make Governor monitoring more straightforward as there is less repetition and the intentions/outputs are more clearly visible.

Q: Are you asking subject leaders to use templates for consistency?

A: Yes. RW is the subject leader for PE and outlined his approach.

Q: Has this been done for EFYS?

A: Not yet due to the current absence of the EYFS lead on compassionate grounds, general staff absence due to COVID and the limited management capacity the Head of School has due to teaching commitments.

	<p><u>Q: Is there a way the Google Drive area to facilitate Governors finding documents more straightforward?</u></p> <p>A: Shortcuts can be used so that when DR updates a document, it automatically updates on the Google Drive. The use of the Drive was discussed, and the need to evidence monitoring is pressing. The Monitoring folder will also be tidied up.</p> <p>DR drew attention to the school nursery, specifically staff costings vs income. There are only 8 children currently registered (it is a 52 place setting) and the staffing costs £68k, which comes out of the school budget. These children can not be accommodated in reception with a reduction in staff numbers. The quality of the provision is high, though this clearly represents a significant financial burden. A consultation as to the future should be initiated.</p> <p>£30-50k is to be spent over the next few months on the outside provision to school grounds, which will provide a much needed uplift to the external appearance of school.</p> <p>A SIP visit occurred in the first week of December and the report of that visit is on the Drive. RM was in attendance and will write a report to add to the Drive.</p> <p>NG would like to be present in school when Tim Richard (School Improvement Director) next visits. No dates are planned at the moment and DR will chase as this would be valuable.</p>	
8.	<u>SAFEGUARDING GOVERNOR'S REPORT</u>	
	<p>The safeguarding matrix has been updated. My Concern was also inspected at the most recent visit to school by NG. Safeguarding training run by the Trust was attended by NG and RM.</p> <p>Gaps in the Single Central Record have been identified by the new school secretary, and NG will visit again to look again.</p>	NG
9.	<u>HEALTH AND SAFETY UPDATE</u>	
	<p>Trust training on this area is coming up. There is currently no dedicated Governor support in this area due to the lack of regular attendees to LGB meetings, though some areas for improvement were identified at a recent visit by NG into school.</p> <p><u>Q: Does the Trust property team visit on a regular basis to conduct a Health and Safety audit?</u></p> <p>A: Compliance and tree surveys are done by the central team. DR will approach the Chair of Governors at Mullion Primary, who is a Health & Safety professional, to conduct a one-off visit for reassurance.</p>	DR
10.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<ul style="list-style-type: none"> • Safeguarding – covered above at 8. • Other – no other monitoring to date. 	
11.	<u>FOCUS ITEMS AND UPDATES</u>	
	<p><u>School Development Plan</u></p> <p>The plan has been rewritten in the light of the SIP visit last year. The new format was considered helpful.</p>	
12.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	The positive impact was judged to be limited due to ongoing low numbers of Governors attending LGB meetings and putting their shoulders to the wheel in terms of practical	

	support. RM represented the LGB at the SIP visit and safeguarding has been monitored. Attendance at Governor training was a positive and next steps are to monitor curriculum areas and Health & Safety.	All Govs
13.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	None	
14.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	None	
15.	<u>DATES OF FUTURE MEETINGS</u>	
	A meeting between ND/RM/DR was organised and NG will write up a brief report to evidence that discussion. Monday 23 May at 6.00pm was agreed as the next formal LGB meeting.	

<u>SUMMARY OF ACTIONS</u>		
Action	Responsible Person[s]	Date for Completion
1. New Governors to be sought as a matter of urgency	DR, NG	End of term
2. Non-attending Governors to be contacted to ascertain their intentions.	JL	18 Feb 2022
3. Reassure staff of LGB support during this time of change in the MAT	NG	End Feb
4. Invitation to Karen Harris to take Porthleven Governors through the new process and documents outlined at 4. above.	DR	End Feb
5. Meeting to discuss how to effectively monitor with such a small group of Governors. Outputs of meeting to be recorded and added to Drive.	DR, NG, RM	End Feb
6. Governor Monitoring area on Drive to be tidied for ease of reference	JL	18 Feb 2022
7. Meeting with SIP officer to write and add to Drive	RM	End Feb
8. Meeting with Tim Richard to arrange to include NG	DR	End of term
9. Safeguarding visit to examine SCR	NG	End of term
10. Health & Safety visit to organise	DR	End of term
11. Governor monitoring to organise	All Govs	ASAP

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Chair's Signature _____ **Date** _____